

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
November 23, 2015

1. **Meeting Called to Order** at 1:06 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County, John Bartels, Lafayette County; Leon Wolfe, Lafayette County; and Carol Korn, Lafayette County were present. **Others Present**- Cecile McManus, Executive Director; Jan Baker, Financial Officer; and Rebecca Wetter, Iowa County aging representative.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 5 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for November 23, 2015** *Motion to approve agenda made by Nankee; seconded by Bomkamp. Motion carried.*
5. **Approval of the Minutes of the October 14, 2015 Board Meeting** *Motion was made by Korn to approve the minutes; seconded by Bartels. Motion carried.*
6. **Reports from other Board members and members of the audience**
None.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- No report. For Iowa County- Rebecca said they are busy wrapping up yearend. Aging Plans, which included our budget, were due November 16th. The three 6-week evidence-based workshops just ended. Starting January 12, 2016, Stacey Terrill and Kari Bennett will teach "Healthy Living with Diabetes". December 2nd at 10 am the Alzheimers and Dementia Alliance is sponsoring "Estate and Financial Planning" by lawyer Steve Christianson and financial planner Harry Hellen. December 3rd at 1 pm the state Dementia Care Task Force, which our local Todd Novak has been assigned to, will hold an assembly in our Community Room. There are speakers scheduled, and the public is invited for their feedback.
8. **Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in October was \$1.52. We have \$82,655.25, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$48,979.66. Her projection showed year-end cash balance should equal the same as our payables. Budget Reports: Budget has positive variance of

\$9708.65. For income, Cecile said we are under, but she is encouraged that the participant donations are running ahead of budget. Family Care is a little behind budget. For expenses, our total is ok. Van maintenance will be over budget more because we need new tires on the Dodgeville van. This will be around \$500.00. Cecile said for our raw food she is doing an experiment in Oct, Nov, and Dec. The cooks are buying all their local purchases rather than Cecile. They will use charge accounts and petty cash. Our van is smaller than the previous van, but we were able to fit all 3 Lafayette county towns' deliveries in it last month. Outreach/Marketing/Volunteer is high because of the volunteer event and we are spending more in Dodgeville with the senior group at our site. Monthly Participant Numbers: Cecile noted that Mineral Point is up an average of 2 per day compared to October last year. She commented that even though there is only home delivery there, the people are aware of our program. Dodgeville doubled congregate meals, but had less Family Care and home delivered meals. Hollandale will be losing 2 daily participants because they are moving into an apartment in Dodgeville. *Motion to approve the monthly reports made by Bartels; seconded by Bomkamp. Motion carried.*

9. **Meal Provider Contracts-possible action** All the provider contracts are in except Dodgeville's. They will all be approved at the same time.
10. **2016 SUN Budget – possible action a. Approve transfer of Title III Funds: C1 to C2** – We are requesting this because 50% of our meals are C1, yet 80% of our allocation is C1. *Motion to approve the request to transfer 20% of Iowa County allocations from C1 to C2 made by Korn; seconded by Nankee. Motion carried.*
Rebecca Wetter excused herself 2:00.
11. **Policy Review: Termination of Employment.XXIX.I.-possible action**. *Motion to not take any action and review further made by Korn; seconded by Bartels. Motion carried.*
12. **Staff/Site Issues/Reports-possible action** a. Highland-Change of location- Highland Catholic Church has offered us their hospitality room for our use. *Motion to give the Church \$50 monthly rent made by Bomkamp; seconded by Meek. Motion carried.* b. Dodgeville-Manager vacancy-Cecile has 2 interviews scheduled today—one saw the ad in the paper, the other saw it on the Wisconsin Job Center website. She said we have good volunteers in Dodgeville, and they have been doing more than usual. c. Heather Morrisard, the Benton mealsite manager/cook, is moving and her last day is December 18th. Her summertime sub may be interested in the position. We need to tell our staff, then advertise the position.

- 13. Annual Appeal-possible action** From the last draft, Cecile changed one picture and added the Meals on Wheels theme "So No Senior Goes Hungry". She needs a quote yet for a reminder card, which she will email to the board.
- 14. Directors Report-** There was good discussion at the recent PAC meeting. A home-delivery volunteer driver for Blanchardville/Hollandale, who is also our PAC secretary, Karen Garthwaite, resigned. Kitty Crase took minutes. We will be purchasing a stove from Kessenichs with the Benton grant. The VFW and a local Church will supplement the grant. *Motion to cut a check for 50% of the stove to Kessenichs as partial payment to get our order processed, made by Korn; seconded by Nankee. Motion carried.*
- 15. Grant Update** The Biddick Foundation rejected Cecile's grant request for \$1000 for our volunteer event. She turned in DUWI documentation, and will get \$500 soon. She wrote two community enhancement grants—one was rejected, and she is waiting to hear about the other, which is for \$1000 for Belmont stipends. She is also waiting to hear back from the Jenny Olson fund. They told her they want to give 50% bricks and mortar, 50% human services.
- 16. Training Request-possible action** None
- 17. Chairperson's Report** Leon complimented SUN for staying on budget.
- 18. Vouchers-possible action** *Motion by Nankee to approve vouchers presented for signing; seconded by Bomkamp. Motion carried.*
- 19. Next Meeting Date & Adjournment** **Next meeting will be December 17, 2015, at 1:00 pm in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI.** *Motion by Meek to adjourn meeting; seconded by Nankee. Motion carried. Meeting adjourned 2:49 p.m.*